

643011/26/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SPECIAL TRANSIT SUPERVISOR

DEFINITION

Under general supervision, to assume responsibility for the transportation functions of the Riverside Special Transit Services; to perform a wide variety of administrative duties in organizing, coordinating, and supervising a minibus transportation program for senior citizens, the developmentally disabled, and other special populations; to provide highly responsible and technical staff assistance; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level classification. Positions in this class work under general supervision of the Park Superintendent and exercise independent judgement in the performance of a variety of professional, complex and difficult special transit supervision duties with only occasional instruction or assistance. Incumbents are expected to be responsible for program administration involving the selection, supervision, training and evaluation of subordinates, and budget preparation and administration.

REPORTS TO: Park Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Park Superintendent. Exercises general supervision over all transit personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Organize, coordinate, and supervise the operations of a City-wide demand/response 24-hour reservation transit service.
- Prepare and maintain operating policies and procedures for program within City, department, and grant guidelines.
- Maintain cost and operating records and prepare reports.
- Requisition supplies and equipment within a defined budget.
- Represent the City at transit related meetings.
- Oversee and monitor the quality of the daily operation and performance of individual routes and services by monitoring service on time performance, safety, integrity and quality.
- Prepare Annual Riverside County Transportation Commission's short range transit plans.
- Receive and answer service complaints, requests for information, and correspondence.
- Prepare and implement a transit marketing plan.
- Coordinate transportation activities with other City departments, divisions, and with outside agencies.
- Select, train, supervise, and evaluate subordinates.
- Prepare grants, studies and reports.

QUALIFICATIONS

Knowledge of:

- Principles, techniques, operations, and equipment used in organizing, planning, and supervising a special transit program.
- Recordkeeping and reporting procedures.
- Laws, codes, regulations, procedures and rules pertaining to public transit operations, including the basic requirements of Americans with Disabilities Act as it relates to public transit services.
- Basic budgeting and public agency fiscal procedures.
- Mechanical failures and maintenance procedures of fleet.
- Occupational hazards and safe driving practices.
- Principles and practices of administration, budget, and personnel management.
- Principles of selection, supervision, training, and performance evaluation.

Ability to:

- Plan, organize, and supervise a special transportation program for senior citizens and the developmentally disabled.
- Prepare and maintain a variety of records and reports.
- Communicate clearly and effectively, orally and in writing.
- Establish and maintain cooperative and effective relationships with others.
- Ensure program compliance with grant funding requirements.
- Coordinate and evaluate service and system performance.
- Organize, motivate and direct personnel.
- Analyze problems and develop effective solutions.
- Select, train, supervise, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree (120 semester units) from an accredited college or university with major work in business, public administration, or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

Experience: Three years of increasingly responsible experience in transit operations, including dispatching and maintenance of records, preferably at the supervisory level.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "A" California Motor Vehicle Operators License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Special Transit Supervisor

TO: Park Superintendent